Approved For Refease 1990 PP78-03097A000400030243-8

Assistant Director for Operations

11 October 1950

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Chief,

Possible Assistance to Administrative Staffs of Office of Operations

REF : Memorandum to Chief, Administrative Staff from Management Officer dated 5 October 1950, subject as above, and Official Routing Slip

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to Chief, ___ from ADO dated 6 October 1950 attached thereto.

Comments concerning reference above are furnished herewith:

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a. He par la. Utilisation of Form 36-20h by feasible. Its use would save a moderate amount of time and clerical effort. However, it is recommended that the form be assended to provide for all special expendable supplies such as teletype paper, teletype tape. etc.

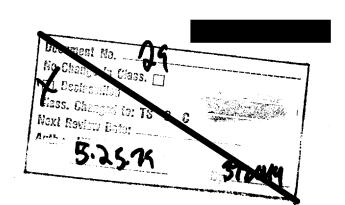
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> b. Re par le. This office concurs in the statement contained in this paragraph that Form 36-11h, Request for Domestic and Foreign Shipment, appears to be superfluous. It is believed that Services Division could effect shipments from the delivery address indicated on requisition forms (36-7). The saving in clercial time and effort would be considerable.

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JRC: eph



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